

**Edwardsburgh/Cardinal
Fire Department
Career Guide
VOLUNTEER FIREFIGHTER**

*Satisfaction that comes from helping others
Pride of Professionalism
Making a Difference to the community and neighbours*

These are only three of the reasons that make the VOLUNTEER FIREFIGHTER'S position so much more than just another job.

As a volunteer firefighter with the **Edwardsburgh/Cardinal Fire Department**, you will face new and challenging situations unlike any other job. You will fight fires, perform rescues, administer first aid, deal with hazardous materials, protect property, and possibly be instrumental in saving lives and property.

If you are physically fit, enjoy learning, work well with others and enjoy helping others, then you are a potential candidate for a volunteer firefighter position with the Edwardsburgh/Cardinal Fire Department.

Read this guide carefully and if you feel you have what it takes to become a volunteer firefighter, complete and return the application.

THE EDWARDSBURGH/CARDINAL FIRE DEPARTMENT IS AN EQUAL OPPORTUNITY EMPLOYER.

Note: Firefighters, unlike most employees, do **not** have the **same** right to refuse or stop work under the Occupational Health and Safety Act while performing emergency duties.

Accident and Disability Insurance: Volunteer firefighters are provided with an insurance policy by VFIS providing a limited number of accident and disability benefits. The details of the insurance are provided to firefighters at the beginning of their probationary period.

Clothing: Volunteer firefighters are supplied with personal protection clothing in accordance with the Occupation Health and Safety Act and Edwardsburgh/Cardinal Fire Department Policy.

At the end of the probationary period, a full dress uniform is supplied in accordance with Department Policy.

Eligibility Criteria Volunteer Firefighter:

To be eligible for consideration as a volunteer firefighter with the Edwardsburgh/Cardinal Fire Department candidates must submit the “Application for Volunteer Firefighter” provided at the back of the Career Guide and:

1. Should live or work within the boundaries of the Municipality of Edwardsburgh/Cardinal. Because time is critical in responding to emergency incidents, it is not considered feasible to have firefighters responding from beyond these distances. Those living or working less than 5 km from the stations will be given preferential consideration.
2. Provide copies of your:
 - Valid Ontario Driver’s License
 - Valid first-aid/CPR certificate (if available)
 - Grade 12 diploma or the education equivalent
3. Understand and be able to communicate clearly in English, both oral and written.
4. Be prepared to regularly participate in fire department activities throughout the year. This includes emergency calls, scheduled meetings, training, vehicle and equipment maintenance excluding work, sickness and holidays.
5. Be at least 18 years of age.

Applications are maintained on file until the end of the year.

Process:

Step 1: Selection committee will be formed. The selection committee reviews applications and those candidates deemed to have the basic qualifications are notified and invited to the next scheduled testing date.

Step 2: Qualified applicants are invited to attend an Orientation Program designed to provide a detailed description of the test used by the department and answer any questions applicants may have about any aspect of the selection process.

Step 3: Qualified applicants are required to participate in performance tests designed to assess their ability to be a firefighter. This portion of the process will be conducted at a predetermined site, under the direction of the selection committee. The evaluation will consist of some or all of the following: an aptitude test, strength/fitness stages and an evaluation for claustrophobia and acrophobia (fear of heights). Candidates will be classified as acceptable or unacceptable on the entire evaluation and not on a portion. Please note that all qualified applicants will be asked to sign a waiver before the performance testing that they are physically fit.

Step 4: The selection committee will interview Candidates who received a classification of acceptable in Step 3. The selection committee will rank, the applicants responses to questions on a predetermined scale via consensus.

APPLICANTS WHO DO NOT ATTEND THE REQUIRED TESTS AS SCHEDULED WILL NOT BE CONSIDERED.

Candidates who are not available at the date and time of the tests may have alternate arrangements made to complete the previous step(s) if a valid reason is provided to the selection committee prior to the test date.

Step 5: Upon completion of steps 1-4, successful applicants will be required to obtain medical clearance and an OPP records check. Pending results of the above, will be offered a probationary firefighters position.

See Attached Application:



EDWARDSBURGH CARDINAL

APPLICATION FOR VOLUNTEER FIREFIGHTER

I hereby make application for the above position with the Edwardsburgh/Cardinal Fire Department and submit the following information for the Selection Committee.

Name: _____

Phone Numbers: _____

Civic Address: _____

Mailing Address: _____

When are you available to respond?

To emergency calls: _____

Do you have any previous Firefighting experience? _____

Occupation: _____

Present Employer: _____

Immediate Supervisor: _____

Phone Numbers: _____

Other Skills or Qualifications (Use back of this page if necessary): _____

Personal References (No family members)

Name: _____ Phone # _____

Address _____

Name: _____ Phone # _____

Address: _____

Do you know any active members of Edwardsburgh/Cardinal Fire Department?

1) _____ 2) _____

3) _____ 4) _____

Describe why you would like to become a member of the Edwardsburgh/Cardinal Fire Department: _____

I hereby certify that the information set forth and attached is true and complete, and I understand that omissions or false statements will be considered sufficient cause for rejection of my application, or discharge if my application has been accepted.

Date: _____ Signature: _____

Application Received: _____ by: _____

Interviewed by: _____

Date of Interview: _____

Comments: _____

Accepted:

FIRE CHIEF

Date: